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~~EYES ONLY~~

Administrative Officer,
Office of the Comptroller

24 JUN 1959

Chief, Budget Division

Competitive Evaluation Panels

1. The proposed guide, to provide uniformity and assist panel members in arriving at employee rankings, has been reviewed by the Budget Division panel.
2. The adoption of this guide by all of the Comptroller's divisions would meet the need for uniformity and help the Career Service Board in their review and consideration of the panel recommendations. The proposed factors and the point evaluation to apply may still result in some variances between the ranking panels due to the varying standards or judgment considerations of the different panels. This aspect, however, is to be expected in the system. To minimize the variances it is suggested that the factors susceptible of uniformity be so defined. For example, under length of service, 2 points could be given for each 2 years of service with 10 points maximum for 8 years or more. Likewise, the acceptance of career obligation may be more definable. Does acceptance of overseas duty rank over those that cannot take overseas duty because of family or health reasons?
3. Subject to the above comment, this office concurs in the proposed guide. The memorandum and proposed guide on this subject has been retained in the Budget Division panel files.

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**FISCAL DIVISION
COMPETITIVE EVALUATION GUIDE**

1. The Fiscal Division Competitive Evaluation Panel is composed of three members, in grades GS-15, 14 and 13. All members will collectively evaluate persons in grades up to GS-12. Persons in grade GS-13 will be evaluated jointly by the two members senior in grade to GS-13.

2. The evaluation of each employee will be recorded on a form which provides for ratings on four major elements based on the individual's Fitness Report and Biographic Profile. Each of the four major elements listed below is assigned a maximum numerical value of 10 points:

- a. Performance
- b. Potential
- c. Value to Agency
- d. Qualifications

3. PERFORMANCE

The performance rating in the Fitness Report, Section B and C furnishes the basic numerical rating for the individual, that is, how well he did the work he was assigned to do. This numerical rating is arrived at as indicated below and may be adjusted by the panel, based on other information shown on the Fitness Report.

SECTION B

7 - Outstanding	10 points
6 - Superior	9 points
5 - Excellent	8 points
4 - Competent	7 points
3 - Acceptable	6 points
2 - Barely Adequate	4 points
1 - Unsatisfactory	2 points

SECTION C

6 - Outstanding	10 points
5 - Superior	8 points
4 - Exceeds basic requirements	7 points

SECTION C (Continued)

- | | |
|--|----------|
| 3 - Meets basic requirements | 6 points |
| 2 - Meets most requirements but is deficient in one or more important respects | 4 points |
| 1 - Fails to meet requirements in many important respects | 2 points |

The points arrived at in each section are added and divided by the number of items rated to arrive at the basic numerical rating.

4. POTENTIAL

The potential rating in the Fitness Report, Section D furnishes the basic numerical rating for the individual, that is, an appraisal of what can be expected of the individual with respect to future assignment to a different, more responsible position. This section is the best judgment of the Supervisor in appraising the capabilities and potential of the individual in terms of elements of general applicability which can be related to other positions to which the individual may be promoted. This numerical rating is arrived at as indicated below and may be adjusted by the panel, based on other information shown in the Fitness Report and Biographic Profile.

SECTION D

- | | |
|---------------------------|-----------|
| 5 - Outstanding Degree | 10 points |
| 4 - Above Average Degree | 8 points |
| 3 - Normal Degree | 6 points |
| 2 - Limited Degree | 4 points |
| 1 - Least Possible Degree | 2 points |

The points arrived at in this section are added and divided by the number of items rated to arrive at the basic numerical rating.

5. VALUE TO AGENCY

The value to agency is based on the general over-all knowledge and skill, demonstrated ability, and personal suitability of an individual to perform in a specific type of position. A numerical rating of from 1 - 10 is based on the opinion of the panel as to how well the individual will serve in the specific type of position.

6. QUALIFICATIONS

The qualifications rating is based on the information shown in the biographic profile and the Fitness Report. The profile contains information pertaining to the individual's educational background, work experience prior to CIA, work experience in CIA and special training. In arriving at the qualification rating consideration is given to the individual's knowledge and skill; personal suitability applicable to a specific type of position. Work performance of the individual and an appraisal of his capabilities and potential is also considered. These considerations are reasonably applied with fairness and equity with the intent of obtaining the highest degree of validity and reliability possible under the circumstances. This numerical rating is arrived at as indicated below:

Superior	10 points
Excellent	8 points
Very Good	7 Points
Good	6 points
Fair	5 points